

Vacancy Announcement



U.S. Mission Iraq

NUMBER: 08-22

SUBJECT:
Administrative Clerk (OLS) LES-5

DATE: 08-13-2008

TO: All Interested Applicants

FROM: Human Resources Office

OPENING DATE: August 13, 2008

CLOSING DATE: August 27, 2008

WORK HOURS: Full time; 40 hours/week

BASIC SALARY: 13, 720 U.S. dollars per year for LES-5.

The U.S. Embassy in Baghdad is seeking a person for the position of **Administrative Clerk** in the U.S **Office of Language Services (OLS)**.

ALL APPLICANTS MUST BE ORDINARILY RESIDENT* IN IRAQ AND IN POSSESSION OF OR ABLE TO OBTAIN DOCUMENTATION THAT ALLOWS THEM TO BE LEGALLY EMPLOYED (I.E., IN COMPLIANCE WITH LOCAL IRAQI EMPLOYMENT LAWS) BY THE U.S. EMBASSY. EMPLOYEES AT THE U.S. EMBASSY ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).

BASIC FUNCTION OF THE POSITION:

Incumbent will serve as Administrative Clerk in the Office of Language Services. Reports directly to the senior staff assistant in the Executive Secretariat. Incumbent will be responsible for preparing correspondence in English and Arabic, maintaining computer records and files, filing, scheduling office maintenance, tracking and preparing the office leave and duty schedules, and preparing Time and Attendance reports for all OLS staff members.

QUALIFICATIONS REQUIRED: Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé.

1. **Education:** Completion of secondary school. Some collegiate study or technical training in business administration, financial management, or a related field is required.
2. **Prior Work Experience:** Two to four years of progressively responsible experience is required, in an administrative field.
3. **Language Proficiency:** Level 4 (Fluent) Speaking/Reading English and Arabic are required, as well as strong drafting skills.
4. **Job Knowledge:** A good working-knowledge of Embassy administrative procedures, as well as an intense understanding of the role of the Office of Language Services in the Mission. Should be able to identify key figures in the Mission and the Iraqi Government as well.
5. **Skills and Abilities:** Ability to assess and solve problems independently, or through consultation with others. Must have strong interpersonal skills and personal initiative. Good typing skills (60 wpm) as well as finely honed computer skills (Word and Excel) are required. Ability to deal effectively with Embassy personnel and host-government officials is also required.

SELECTION PROCESS: When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

TO APPLY: Interested candidates for this position should submit the following:

State on the application that the position applied for is **Administrative Clerk (OLS)**.

- U.S. Embassy Application for Employment or a complete CV/ resume that addresses the qualifications required. To access US Embassy Application Form of Employment, please click on <http://iraq.usembassy.gov/root/pdfs/us-embassy-job-application.pdf>
- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.

REQUEST AND SUBMIT APPLICATION TO:

Human Resources Office,
Presidential Palace/ Room S 101,
E-mail: BaghdadHR@state.gov

- * **Preferred way of sending applications is electronically.**
- * **Must attach certificates and documents to the CV/resume.**
- * **Must mention position title and announcement number applied to.**

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for this Position is August 27, 2008

An Equal Opportunity Employer

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: HRO/CWJones
Cleared: EXEC /DLCline
Drafted: HR/AApesh